



## ***Little River Band of Ottawa Indians***

### ***Tribal Government***

375 River Street

Manistee, MI 49660

(231) 723-8288

## **Title: Executive Assistant Tribal Ogema Department**

### ***Summary:***

Responsible for the coordination and organization of the Tribal Manager Office. Assists the Tribal Manager in the general supervision of the Tribal Government offices and employees and duties in coordination with the direction of the Ogema. Performs a wide variety of complex and confidential high-level administrative duties for the Tribal Manager including routine analytical support.

### ***Required Knowledge & Certification:***

- ❑ Associate Degree or 5 years specific field experience.
- ❑ 3 years supervisory/managerial experience in Tribal Administrative operations.
- ❑ Valid driver's license throughout employment as needed and be insurable under organizational policy.

### ***Preferred:***

- ❑ Associate Degree or above, depending on position and 3 years specific field experience.
- ❑ Position specific certification if applicable.
- ❑ Position specific license if applicable.
- ❑ Knowledge of bookkeeping and budgetary processes.

### ***Required Skills:***

- ❑ Strong computer skills with experience in word processing, databases, and spreadsheets.
- ❑ Strong project management skills.
- ❑ Strong organizational skills.
- ❑ Strong written and verbal communication skills.
- ❑ Strong interpersonal communication skills.
- ❑ Accurate and detail oriented.
- ❑ Strong problem solving skills.
- ❑ Have an aptitude for developing and successfully implementing organization-wide administrative policies and procedures.
- ❑ Must be skilled at creating resolution and presentation and representing the Tribal Government Offices to the Tribal Council.

### *Required Abilities:*

- ❑ Displays leadership quality and the ability to manage all situations.
- ❑ Must be able to manage departmental budget and control labor and expenses.
- ❑ Ability to maintain high confidentiality.
- ❑ Ability to independently manage multiple tasks in professional and timely manner.
- ❑ Ability to maintain a professional demeanor.

***Salary:*** The is a Level 4 position (\$29,515 - \$47,694); Exempt – Salary– Weekly pay

***Individuals, who are interested in the above position, please submit a resume and completed application to the Human Resource Department, at the address above. Questions should be directed to the Human Resource Department.***

***Tribal Preference will apply according to Tribal policies.***

***Conditions of employment with The Little River Band of Ottawa Indians Tribal Government include passing a pre-employment drug test, a background investigation, and successfully completing a 90-day probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.***

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